

CHAPTER 154  
Rocky River Records Commission

154.01 Membership and meetings	154.03 Disposal of City records
154.02 Functions of the Commission	154.04 Conformity to Ohio law

CROSS REFERENCE

City records commission – see Ohio Revised Code Sec. 149.39

154.01. MEMBERSHIP AND MEETINGS.

There is hereby created in the City of Rocky River a Records Commission composed of the Mayor or his appointed representative, as chairman, and the Director of Finance, Director of Law, and a citizen appointed by the Mayor. The Commission shall appoint a secretary, who may or may not be a member of the Commission and who shall serve at the pleasure of the Commission. The Commission may employ an archivist to serve under its direction. The Commission shall meet at least once every six (6) months, and upon call of the Mayor.

154.02. FUNCTIONS OF THE COMMISSION.

The functions of the Commission shall be to provide rules for retention and disposal of records of the City of Rocky River and to review applications for one-time records disposal and schedules of records retention and disposition submitted by City offices. Records may be disposed of by the Commission pursuant to the procedure outlined in this section. The Commission may at any time review any schedule it has previously approved, and for good cause shown may revise that schedule.

154.03. DISPOSAL OF CITY RECORDS.

When City records have been approved for disposal, a list of such records shall be sent to the Auditor of State. If the Auditor disapproves of the action by the Commission, in whole or in part, he shall so inform the Commission within a period of sixty (60) days and these records shall not be destroyed. Before public records are disposed of, the Ohio Historical Society shall be informed and given the opportunity for a period of sixty (60) days to select for its custody such public records as it considers to be of continuing historical value.

154.04. CONFORMITY TO OHIO LAW.

Notwithstanding any of the above provisions of this chapter, should O.R.C. 149.39 be amended, such amendments shall be made a part of this chapter. (Ord. No. 141-04. Passed 11/08/04.)